

## SUMMER 2026 STUDENT PAY PROCESS

### Summer Bridge Student Assistant Conversion – Effective 06/01/2026

It's almost time to begin converting Student Assistants for the summer term. Please remember:

- Only students who are **not** attending Summer Session should be converted to the Summer Bridge Student Assistant classification.

### Action Required by Departments:

- Convert eligible Student Assistants to the **Bridge Student Assistant (Job Code 1874)** pay classification using the effective date of **June 1, 2026**.
  - *Note: This conversion does **not** apply to students in the 1868 pay classification unless there has been a change in citizenship or residency status.*
- If a Student Assistant will continue working **and** attend Summer Session, the department must:
  - Add a new appointment and/or rehire the student in the **1860 or 1868** classification, using the effective date **June 1, 2026**.

### STUDENT ASSISTANT TO SUMMER BRIDGE TIMELINE (Now through August)

Now - June 6	Convert 1860 to 1874 and/or reappoint 1860 and 1868 student assistants.
June 03	Approve all hours worked in the May pay period (05/01/2026 – 05/31/2026).
June 15	Any student who is not reappointed and has an end date on or before 05/31/2026 will be terminated.
July 30	Last day of the July pay period and the last workday for Bridge Student Assistants.
July 31 – August 14	Departments convert Bridge Student Assistants to the appropriate classification (1860, 1861, or 1872) for the fall semester with the effective date of <b><u>07/31/2026</u></b> .
August 04	Approve all hours worked in the July pay period (07/01/2026 – 07/30/2026).
August 17	All active Bridge Student Assistants will be terminated.

### TIME AND LABOR PROCESS

CSU HR Student transactions can be future dated; however, use caution, as departments are not able to process corrections once the transaction is submitted. For additional information, please refer to the Time Reporting Guides on the payroll website.

**Note:** When converting or reappointing a student, **add** a row to the existing record - **do not** create a new record.

Effective Date	Transaction	Action/Reason Codes
06/01/2026	Convert 1860 to 1874 with an expected job end date of 07/30/2026.	DTA/APT
06/01/2026	Reappoint 1800 or 1868 if enrolled in Summer Session.	DTA/APT
06/15/2026	All active 1860, 1861, 1872, and 1868 with an end date of 05/31/2026 or prior will automatically be terminated. <i>If the employee will be working during June/July, they must be appointed to the proper classification effective 06/01/2026.</i>	System Generated – Departments do not need to input terminations.
07/31/2026	Convert 1874 to 1860, 1861, or 1872 with a new appointment.	DTA/APT
<p><b>*Please note the following:</b>  <b>DTA/APT</b> is used when the individual is in active status.  <b>REH/REH</b> is used when the individual is inactive (terminated) and needs to be rehired.</p>		

For corrections or assistance with hiring or converting student appointments, contact your respective [HR Technical Analyst](#):

- Esther at ext. 8-8225
- Marcela at ext. 8-2038
- Shyla at ext. 8-0229

### Summer Work Hour Guidelines (June – July)

- Student Assistants (Job Code 1860) attending Summer Session:
  - May work **up to 20 hours per week** while school is in session.
  - May work **up to 40 hours per week** during breaks or when school is not in session.
- Bridge Student Assistants (Job Code 1874) not attending Summer Session:
  - May work **up to 40 hours per week** throughout June and July.

Departments are responsible for verifying that students classified under Job Code 1860 are attending Summer Session and enrolled in a minimum of six (6) undergraduate units or four (4) graduate units.

**Graduating Student Assistants** may continue working under the Bridge Student Assistant classification (Job Code 1874) for one term immediately following graduation. The term is classified as the 1st of the month following graduation and ends the day before the next academic term.

Student Assistants in Job Code 1868 must contact International Student Services and Programs to confirm employment eligibility prior to working.

*Note: Appointments under this classification are terminated at the end of each semester.*

Hiring departments are responsible for properly classifying student employees in accordance with the criteria outlined in the table below.

Classification	Class Code	Description
Student Assistant	1860	A U.S. Citizen or Permanent Resident who is a Fresno State student enrolled at least half-time during Summer Session and working during June and July. <i>Limited to 20 hours per week.</i>
Bridge Student Assistant	1874	A U.S. Citizen or Permanent Resident who is a Fresno State student enrolled less than half-time and working during June/July. <i>Limited to 40 hours per week.</i>
Student Assistant - Nonresident	1868	A Non-U.S. Citizen/Non-Resident who is a Fresno State student employee working during June/July must consult with International Student Services and Programs to confirm employment eligibility and required paperwork must be submitted to Payroll. If the student is enrolled in the Summer Session, then the student is limited to 20 hours per week (IRS). <i>No change in classification is needed.</i>

### EARNINGS WITHHOLDING INFORMATION FOR STUDENTS

All earnings are subject to Federal and State withholding.

Classification	Class Code	Subject to Federal and State Withholding?	Subject to Social Security (6.2%) and Medicare (FICA) (1.45%) Withholding? <sup>2</sup>	Subject to mandatory enrollment in PST (retirement plan) 7.5% rate? <sup>1</sup>
Student Assistant	1860	Yes	No	No
Student Assistant - Nonresident	1868	Yes	Depends. F, J, M, and Q visa holders are exempt from FICA during their "exempt" years.	No
Bridge Student Assistant	1874	Yes	Medicare Only	Yes

- <sup>1</sup> Enrollment in the Part-Time, Seasonal, and Temporary (PST) employee retirement program is **required**. Retirement contributions during employment are available for refund upon separation. Please allow 90 days after separation for the refund. Information and instructions for requesting a refund can be found on the Benefits Services website under: [Part Time Retirement Program](#).
- <sup>2</sup> Earnings as a student assistant in class code 1860 are exempt from Social Security and Medicare (FICA) coverage pursuant to IRS Code Section 3121(b) (10). To remain in compliance with IRS regulations, student employees attending Summer Session are limited to 20 hours per week.

### **FOR MORE INFORMATION**

- [Summer Bridge Student Conversion Process Guide](#)
- FLSA Overview: [Fair Labor Standards Act \(FLSA\)](#)
- [Payroll Services Website: Student Assistant Information](#)
- [Guidelines for Student Assistants](#)
- [Finding Your HR/Payroll Team by department](#)

Payroll Technicians: ■ Trisha @ 8-5311 ■ Patricia @ 8-2229 ■ Kelly @ 8-5017 ■ Alex @ 8-7173